

# City of Newport Job Opening

## **Animal / Litter Control Officer Position**

This is a full time position with a starting salary of \$27,000 includes full benefits. Qualified and interested parties should complete the job application available on the city website. <http://newportky.gov/City-Government/Human-Resources.aspx> Those with questions should contact Ms. Terry Fornash, Human Resource Coordinator 859-655-6349. Deadline Friday, October 9, 2015.

### **Development Services Department Code Enforcement Animal / Litter Control Officer**

**CHARACTERISTICS OF THE JOB:** This is a specialized and skilled position. Responsible for enforcing ordinances adopted by the city for animal and litter control. Reports directly to the Code Enforcement Division Manager.

### **ESSENTIAL FUNCTIONS:**

- Maintains state license to allow them to trap;
- Ability to safely operate a tranquilizer gun;
- Plans and organizes daily schedule;
- Routinely inspects all areas of the city for actual or probable violations;
- Issues citations for non compliance of city ordinances;
- Transfers daily all animals to the animal shelter;
- Maintains records to include daily and monthly log;
- Receives and responds to all telephone complaints;
- Patrols and issues litter citations;
- Responds to emergency situations as required;
- Works with other state agencies (Health Dept., Human Society ) to insure human security;
- Maintains and updates all records of animal bites;
- Responsible for maintaining equipment in a sanitary manner;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.
- Responsible for trapping nuisance animals and their safe release and/or transport to the animal shelter.

**ADDITIONAL JOB DUTIES:**

- Assists the Police Department and Public Works Section as needed;
- Performs additional duties as required.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Graduate from a standard high school, or equivalency;
- Or any combination of experience and training which provides the desired knowledge, skills and abilities;
- Ability to maintain certification as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state and local laws and ordinances;
- Ability to establish and maintain effective working relationships with other governments and agencies, city officers and employees and the general public;
- Ability to communicate effectively, orally and in writing.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid vehicle operator's license;
- Must be bondable.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to communicate effectively and prepare reports requiring mental reasoning and interpretation, writing and mental reasoning;
- Ability to lift 50 - 150 pounds as required;
- Work is performed out of doors including periods of inclement weather with exposure to varying noise levels, fumes, dust and odors.